Attachment 12

(Advocacy, Client Rights and Quality Improvement 1)

Maintain a fully functioning Client Rights Committee. 2002-2003 Annual Requirement Due July 20, 2003

In accordance with APSM 30-1 Rules for MH/DD/SAS Facilities, Rule T10: 14V.0504 (g), each Area Program Client Rights Committee is required to "file an annual report of its activities with the area board." The annual Client Rights Report that is submitted to the area board shall also be submitted to: Stuart Berde, Advocacy and Client Rights Branch, Advocacy, Client Rights and Quality Improvement Section, DMH/DD/SAS. The annual report shall include evidence to demonstrate that the committee fulfills each of the following Rules requirements:

I. Client Rights Committees: T10: 14V .0504

Policy Requirements:

- 1) Include the membership appointment policy and procedure.
- 2) Include training and orientation policy. (.0504 (b) (2))
- ➤ Describe the training program for your client rights committee during the reporting year, noting the number of training sessions and topics covered.
- 3) Meets at least quarterly. (.0504 (b)(3))
- Indicate the dates when the full committee met during the year.
- ➤ Include subcommittee meetings if applicable.
- 4) Has a policy to monitor the <u>effectiveness</u> of existing and proposed methods and procedures for protecting client rights. (.0504 (b)(5))
- ➤ How does the committee monitor rights protection effectiveness?
- 5) Submits routine reports to the area board regarding seclusion, restraint and isolation time out. (.0504 (b)(6))
- ➤ What is your policy to collect, review and provide quality improvement feedback concerning restrictive intervention data from area program and contractor facilities?
- ➤ How does the committee monitor the implementation of the above policy?

Oversees Protections:

- 6) Describe how the committee reviews and monitors the effectiveness of the following area program and contractor provider systems (.0504 (c)(3)):
 - A) client grievances (.0504 (c)(3)(A))
 - B) alleged violations of rights of individuals or groups (.0504 (c)(3)(B))
 - C) concerns regarding the use of restrictive procedures (.0504 (c)(3)(C))
 - D) failure to provide needed services that are available in the area program (.0504 (c)(3)(D))

Membership Requirements:

- 7) Each Client Rights Committee shall be composed of a majority of non-area board members, reasonable effort to represent all disabilities, with consumer and family member representation. (Staff who serve on the committee are **non-voting** members.) (.0504(f))
- > Without naming committee members, provide a membership list noting each member's representation and disability community. (e.g., consumer - DD, board member, family member – MH, consumer – SA, etc.)
- 8) Maintains minutes of meetings. (.0504(g))
- > Do not include minutes. Indicate who is responsible for keeping current and past minutes.
- 9) Reviews all grievances regarding incidents that occur within a contract agency. (.0504(h))
- A summary of grievances regarding incidents shall be included in the report. The annual report shall also include what changes or improvements are recommended to the contractor based on the review of trends evident in the grievances.

Intervention Advisory Committee T10:R.0107 DELETED FROM DMH/DD/SAS ANNUAL REPORT REQUIREMENT